Title: Relationship Coordinator
Reporting to: Sydnie Monegan, Director of Programs
Location: Remote (Travel up to 25%)

About Swipe Out Hunger: Founded in 2010, Swipe Out Hunger works to end student hunger on more than 700+ college and university campuses across North America. Swipe Out Hunger promotes on-campus solutions, policy and advocacy, and community building practices to address college food insecurity.

Role Description: The Relationship Coordinator will support existing and new network partners in engagement with Swipe Out Hunger resources, events, and one another. This position will leverage data, technology, and feedback from the network, to direct the Programs Team operations and strategy. This person is a connector, an analyzer, can see the big picture of the anti-hunger ecosystem on higher education campuses, and will leverage and share resources throughout our network.

Responsibilities:

- **Relationship Building**
  - Driven by input from the network, supports the creation and facilitation of accessible virtual spaces for campus leaders (students, food security staff, higher ed admin) to connect with one another as well as Swipe Out Hunger team members - i.e. webinars, online communities, 1:1 check-ins
  - Serves as a convener and expert: troubleshoot challenges, successfully engage with campus stakeholders, and offer the relevant strategic guidance, food security best practices, and resources to the network
  - Identifies effective and impactful channels of communication to/from campuses through data analysis
  - Develops relationships with potential value-aligned people and organizations that could increase the impact of Swipe Out Hunger’s pantry-oriented work

- **Data Analysis + Management**
  - Demonstrates fluency in CRM operations (we use HubSpot) to determine when and how Swipe Out Hunger can best support the network. Activities may include:
    - Working with the team to identify trends and metrics of impact.
    - Building processes that streamline systems within the Programs
Department, such as the partner experience and lifecycle

- Auditing the database to ensure accurate data entry.
- Listens and responds to campus needs through survey analysis and talking with campus stakeholders (students, staff, admin)
- Continually evaluate and analyze programmatic processes and data to support in the creation and implementation of creative anti-hunger solutions at-scale

- **General Program Support**
  - Strategizes how to utilize departmental resources to achieve short to long term goals of
  - Represents Swipe Out Hunger publicly on panels and other higher education basic needs and food insecurity gatherings
  - Support the mission and day-to-day execution of what needs to move the organization forward
  - Complete other duties as assigned

**Qualifications:**

The following qualifications are representative of the high level of demonstrated skills, maturity, judgment and ability to work with a wide range of constituencies required of Swipe Out Hunger employees:

- **Minimum Qualifications**
  - 1-3 years of experience in hunger relief efforts, higher education, poverty solutions, or general nonprofit program management
  - Interest and exposure to managing
  - Exposure to internal communication efforts within a greater team
  - Familiarity with how nonprofits function
  - Strong interpersonal and writing skills
  - Be organized, a self-starter, and exhibit “follow through” on tasks and goals
  - Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense, and good listening ability
  - Able to use discretion and exercise sound judgment

- **Preferred Qualifications**
  - Experience as an effective project manager with a strong work ethic, attention to detail, time management, ability to prioritize, problem-solve, willingness to learn, and a collaborative work style
  - Possess the skills to work with staff, students, funders and campus partners
  - Agility to change tasks and strategy depending on current departmental priorities
  - A strong strategic and creative thinker and collaborator with excellent organizational skills
  - Comfort with communicating externally with funders
Compensation
This is a full-time, exempt position with a salary of $65,000, commensurate with experience.

Thriving with Swipe Out Hunger
In addition to generous medical benefits and an 401(k) matching at six months on the job, Swipe Out Hunger provides:

Time away:
Social justice work is both vital and demanding. Swipe Out Hunger recognizes this and provides ample time to step away and recharge, including:

- flexible paid time off
- 12 federal holidays
- 1-week winter break
- a sabbatical policy

Family Planning:
As an organization that supports student development, our family policies need to match our values. To that end, we offer:

- 12 weeks paid parental leave

Ongoing Support and Professional Development:
At Swipe Out Hunger, we want our people to work in the way that works best for them. We provide:

- $500 initial home office funds
- $500 annual professional development funds

Equal Opportunity Employer:
We are an equal opportunity employer and are committed to cultivating a team that reflects the rich diversity of the population we serve. We do not discriminate on the basis of race, color, national origin, religion, age, sexual orientation, gender identity or expression, marital or domestic partner status, veteran status, medical condition, mental or physical disability which would not prevent the performance of essential job duties without reasonable accommodation.